

Duties of a Chair/Unit Leader

- a. Provide a single point of contact between the department and both internal and external constituencies
- b. Scheduling of classes
 - Schedule workshop/training with College Scheduler (Debbie)
 - Enrollment Management
- c. Facilitate the hiring and evaluation of program adjunct faculty in conjunction with program faculty.
 - Adjunct faculty evaluations - [University Regulations](#) Part 8 3-3-801(2)(f)(I)
 - Hiring Pool
 - Review applications to the hiring pool
 - For questions contact Meagan
- d. Facilitate curriculum changes as per [University Regulations](#) Part 5: Curriculum
 - Schedule workshop/training with Meagan
- e. Prepare requests for contracts and all other paperwork
- f. Schedule, convene, and chair faculty meetings
- g. Fulfill the role assigned to the chair in the faculty evaluation process in [University Regulations](#) Part 8 3-3-803.
 - Department criteria, procedures, and process for Annual/Biennial evaluations(Adjunct, Contract Renewable, tenure-track/tenure); Pre-Tenure Evaluation, Promotion
- h. Prepare assessment reports and other similar required reports
 - Program Review
 - [Office of University Assessment](#)
- i. Supervise classified staff
 - Set clear expectations; frequent feedback
 - Provide access to Outlook Calendar to department admins
 - [Performance Management Program Classified User Guide](#)

- [Performance Management Form Classified](#)
- j. Relay information to and from the dean (concerning, for example, deadlines, new expectations, programmatic needs, staffing plans, etc.)
 - [College Calendar](#)
 - The dean's office sends out Outlook appointments for various deadlines.
- k. Help resolve student and faculty complaints
 - [Dean of Students Resources](#)
 - Sexual Misconduct / Title IX
 - Students Rights & Responsibilities
 - Identity Related Conflict Resolution
 - [Board Policy Manual](#), Part 12 Faculty Grievance
- l. Participate in College Leadership Council (CLC)
- m. Manage work load assignments within the department
 - Differential Workload requires MOUs
 - [MOU templates](#)
- n. Implement College policies and procedures
 - [HSS Policies & Procedures Manual](#)
- o. Facilitate work of department committees
- p. Summer administrative duties
- q. Advocate for the goals of the department.
- r. Other duties arising from unforeseen circumstances
 - Assist Development Office when requested